

VERSION 3 – ATTORNEY CASE OPENING CHANGES
8/22/2006

When the court installs Version 3 of CM/ECF, there will be the following changes to the bankruptcy case opening process. If your bankruptcy software includes a one button filing process, you need to contact your software provider and obtain their update for Version 3.

1. There is a new separate process for opening an involuntary case (See the separate Involuntary Case Opening Instructions.) Use the Open a BK Case option for all voluntary cases.

[Open a BK Case](#)
[Open Involuntary BK Case](#)

2. Changes in BK Case Opening.

When adding the debtor(s) to the case, you no longer need to select debtor as a role. In case opening the first person is automatically the debtor and the second person (only if the case is designated a joint case) is automatically the joint debtor. **Even if your debtor may have filed previously, do not select the name from the search list unless it matches exactly the name and address on the petition being filed, instead create a new party.**

Debtor Information

BRIAN JORDAN SSN: xxx-xx-6789

Office	<input type="text"/>	Address 1	<input type="text" value="1850 EAST ANYWHERE"/>		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	<input type="text" value="PHOENIX"/>	State	<input type="text" value="AZ"/>	Zip	<input type="text" value="85020"/>
County	<input type="text" value="Maricopa"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				
Party text	<input type="text"/>				

Add all aliases and corporate parents before clicking the Submit button.

The Address 1 line, the City, State, Zip and County are mandatory fields and must be filled in order to continue.

In a joint case, you will be prompted to add a joint debtor.

Joint Debtor Information			
ALICE JORDAN SSN:Unknown			
Office	<input type="text"/>	Address 1	<input type="text" value="1850 EAST ANYWHERE"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="PHOENIX"/>	State	<input type="text" value="AZ"/>
		Zip	<input type="text" value="85020"/>
County	<input type="text" value="Maricopa"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>

The statistical information screen has been re-organized. Under Type of debtor, select only one of the first four radio dots. Then for business cases, you can select one or more of the boxes that apply. In consumer cases, leave all the boxes blank.

Fee status	<input type="text" value="Paid"/>	Type of debtor
Nature of debt	<input type="text" value="consumer"/>	<input checked="" type="radio"/> Individual
Asset notice	<input type="text" value="No"/>	<input type="radio"/> Corporation (includes LLC & LLP)
Estimated number of creditors	<input type="text" value="1 - 49"/>	<input type="radio"/> Partnership
Estimated assets	<input type="text" value="\$100,001-\$500,000"/>	<input type="radio"/> Other
Estimated debts	<input type="text" value="\$100,001-\$500,000"/>	<input type="checkbox"/> Health Care Business
		<input type="checkbox"/> Single Asset Real Estate
		<input type="checkbox"/> Railroad
		<input type="checkbox"/> Stockbroker
		<input type="checkbox"/> Commodity Broker
		<input type="checkbox"/> Clearing Bank
		<input type="checkbox"/> Nonprofit Organization
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

3. Corporate Parent. Only needs to be used if the following applies. Otherwise bypass it.

If a corporation is filing a bankruptcy petition and if 10 percent or more of any class of the debtor corporation's equity interests are directly or indirectly owned by any other corporation(s), then the debtor is required to file a statement that identifies those corporations. After opening the case and filing the petition, this statement should be filed using the entry Statement of Corporate Ownership under the Other category in Bankruptcy Events.

During case opening, the corporate parent(s) are to be added to the case using the below process.

When inputting the corporate debtor information, if there are one or more corporate parents, click on the Corporate Parent button at the bottom of the screen to add the corporate parent(s).

Debtor Information			
Last name	XYZ CORPORATION	First name	
Middle name		Generation	
		Title	
SSN	222-11-1234	Tax ID	86-123456
Office		Address 1	PO BOX 8899
Address 2		Address 3	
City	SCOTTSDALE	State	AZ
		Zip	85254
County	Maricopa	Country	
Phone		Fax	
E-mail			
Party text			
Alias...	Corporate parent...	Review...	Add all aliases and corporate parents before clicking the Submit button.
Submit	Cancel	Clear	

You will first be prompted to search and then add if the corporate parent is not already been listed previously in another case.

Search for a corporate parent	
Business name	ABC PARENT INC
Search	Clear

If the corporate parent is on the list displayed, simply select it from the list. If not listed, then click on create a new corporate parent. Here if ABC Bank is the corporate parent, click on it and then click on Select name from list.

Search for a corporate parent

Business name

Corporate Parent search results

ABC BANK

If creating a new corporate parent, complete the name and click on Add Corporate Parent. You can add up to two corporate parents in one transaction. If there are more than two, after adding two, repeat the process by again clicking on the Corporate parent button at the bottom of the debtor information screen.

Corporate Parent Name

ABC PARENT INC.

4. Involuntary Cases.

To open an involuntary case and file an involuntary petition, select

[Open Involuntary BK Case](#)

under Bankruptcy Events.

Then select either chapter 7 or 11.

Open Involuntary Bankruptcy Case

Case type bk

Date filed 7/7/2006

Chapter 7 ▼

Joint Petition n

Next Clear

You will first be prompted to add the debtor. You will then be prompted to add the petitioning creditor(s), one at a time.

Petition. Cred. Information

ABC CORPORATION SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

☒ The user opening the case is the filing attorney for this party.

Attorney... Alias... Corporate parent... Review...

Submit Cancel Clear

Add all attorneys, aliases and corporate parents before clicking the Submit button.

Be sure to check the box that you are the filing attorney for this party. If the petitioning creditor has a corporate parent as described above, then that requirement applies. After you have added all the petitioning creditor(s), you then click on End petition. cred. selection.

Open Involuntary Bankruptcy Case

Search for a petition. cred.

SSN Tax Id

Last/Business name

First Name

Middle Name

The docket entry at the conclusion of the filing of the involuntary petition will now read correctly.

Open Involuntary Bankruptcy Case

Docket Text: Final Text

Involuntary Chapter 7 Petition Re: BRIAN JORDAN-JACKSON Filed by Petitioning Creditor(s): ABC CORPORATION (attorney SHIRLEY TEMPLE), XYZ BANK (attorney SHIRLEY TEMPLE), MNO CORPORATION (attorney SHIRLEY TEMPLE). (TEMPLE, SHIRLEY)

For issuance of an involuntary summons, you may either submit a paper summons for issuance by the clerk's office or you may (as when opening an adversary proceeding) make a request on the docket for issuance of a summons and the summons will then be issued the next business day on the docket from which you may print the summons. This Request entry is located under Bankruptcy Events Other.

Reaffirmation Agreement and Motion to Approve - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney
Report of Sale
Request That Debtor File Tax Information Pursuant to Section 521(f)
Request for Issuance of Involuntary Summons
Schedule of Unpaid Debts in a Converted Case
Schedules
Statement of Facts